

Enroll Employee in State Parking Garage/Lot



People • Service • Business

LINK

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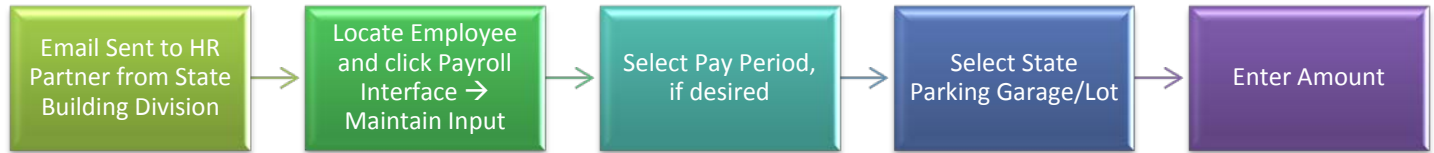
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Enroll Employee in State Parking Garage/Lot Process Flow



Enroll Employee in State Parking Garage/Lot

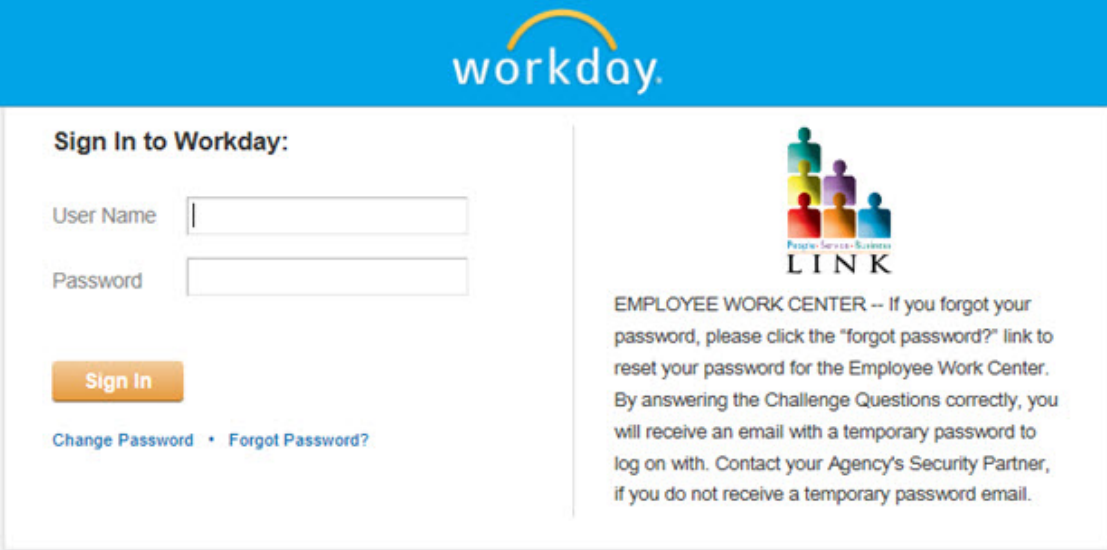
As soon as an employee becomes eligible for a State-owned parking garage/lot, the HR Partner will receive an email from the State Building Division containing the employee's name, State parking garage/lot available, the **monthly amount** due for parking, and the effective date.

HR Partners will enroll employees in the State-owned garages/lots using the same process as with the Non-State owned parking garages/lots.

In the Employee Work Center, when an employee becomes eligible for a State parking garage/lot, the State Building Division will no longer enter the deduction. The deduction will be entered by the agency HR Partner.

Log in to the Employee Work Center

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.



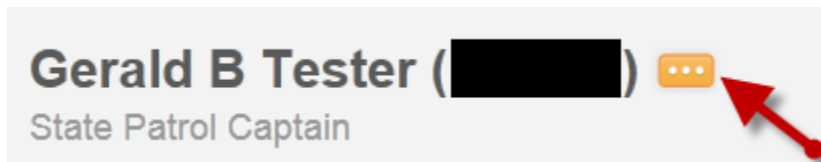
The screenshot shows the Workday login interface. At the top is a blue header with the 'workday.' logo. Below the header, on the left, is a 'Sign In to Workday:' section with input fields for 'User Name' and 'Password', a 'Sign In' button, and links for 'Change Password' and 'Forgot Password?'. On the right, there is a 'LINK' logo with the text 'EMPLOYEE WORK CENTER -- If you forgot your password, please click the "forgot password?" link to reset your password for the Employee Work Center. By answering the Challenge Questions correctly, you will receive an email with a temporary password to log on with. Contact your Agency's Security Partner, if you do not receive a temporary password email.'

Add an External Deduction

1. In the **Search** box, type the employee name or employee ID for whom you need to add an external deduction, and then click the employee name.

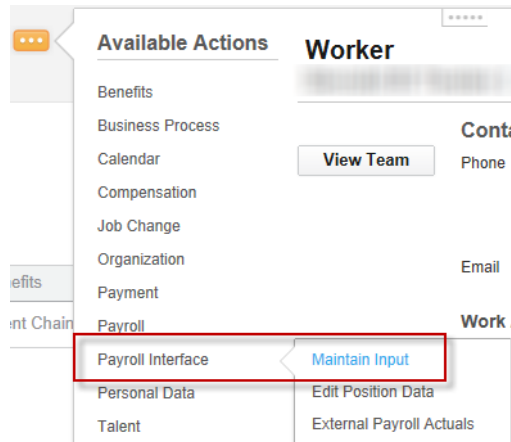


2. On the employee's view worker page, click the **Related Actions** icon behind the employee's name.



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- Go to **Payroll Interface**, and then click **Maintain Input**.



- Click **OK**.

NOTE: ENTER A START DATE AND END DATE IF YOU WISH TO NARROW THE RECORDS THAT DISPLAY.

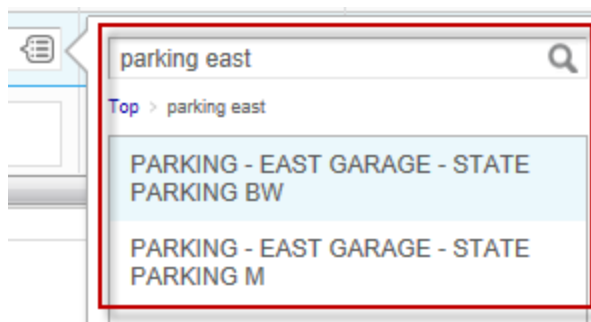
Maintain External Payroll Input for Worker

A screenshot of a form titled 'Maintain External Payroll Input for Worker'. The form includes a 'Worker' dropdown menu, a 'Start Date' field, an 'End Date' field, and a 'Batch ID' search field. The 'Start Date' and 'End Date' fields are highlighted with a red rectangular box. Below the fields are 'OK' and 'Cancel' buttons.

- To add a new row for the parking deduction, click the plus icon.
- On the new row, click the search prompt to find the parking deduction you wish to add. To narrow your search results, type part of the name of the specific garage/lot. Example: I typed parking east, and there are two results ... one for bi-weekly and one for monthly.

NOTE: INFORMATION PERTAINING TO THE EMPLOYEE'S ELIGIBILITY FOR PARKING SHOULD HAVE BEEN EMAILED TO YOU FROM STATE BUILDING DIVISION.

NOTE: UNFORTUNATELY, TYPING PART OF THE NAME DOES NOT ACTUALLY NARROW THE SEARCH RESULTS TO THE SPECIFIC DEDUCTION FOR THAT PERSON'S PAY PERIOD, SO BE SURE TO CLICK THE CORRECT DEDUCTION. EXAMPLE: I TYPED PARKING EAST, AND THERE ARE TWO RESULTS ... ONE FOR BI-WEEKLY AND ONE FOR MONTHLY.



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7. You MUST at least enter a Start Date. If you know when the deduction will end, with 100% certainty, you can also enter an End Date, else leave it blank.

NOTE: START DATE, OR RANGE BETWEEN START DATE AND END DATE, MUST BE WITHIN CURRENT PAYROLL PERIOD IN ORDER TO BE INCLUDED IN THE NEXT PAYROLL INTERFACE.

*Earning/Deduction	*Start Date
PARKING - EAST GARAGE - STATE F	04/23/2014
ASSOCIATION DUES - ST PATROL BENEV ASSN DUES	07/01/2011

8. IMPORTANT: The dollar amount needs to be entered into the **Input Value** field (to the far right of the screen).
- For monthly employees, use the monthly amount.
 - For biweekly employees, use the biweekly amount.

Input Value
15.00

9. Click **OK** to submit the external deduction.

IMPORTANT NOTE: WHEN YOU HAVE A TERMED EMPLOYEE, YOU WILL HAVE TO END THE PARKING ENROLLMENT ACCORDINGLY.

LINK Help Desk Contact Information

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>
Email: as.linkhelp@nebraska.gov
Phone: 402.471.6234